

UNITED STATES DEPARTMENT OF AGRICULTURE


Farm Service Agency
Washington, DC 20250

Notice CN-961

For: Cotton State and County Offices

**Training Meeting for States and Counties That Will Participate in
Beta Test for the New Centralized Cotton Redemption (CCR) System**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

PSD has developed a new CCR system that:

- resides in the Cotton Online Processing system
- allows a merchant to redeem upland cotton from multiple loans in multiple counties in a single transaction.

CCR will be deployed in 2 phases:

- Phase 1, a beta test which:
 - began October 6, 2003
 - involves participation by a limited number of States, counties, and merchants
- Phase 2, full deployment to all States, counties, and merchants.

A training meeting will be held in Little Rock, Arkansas, November 4 and 5, 2003, for State and County Office personnel participating in Phase 1.

Disposal Date

December 1, 2003

Distribution

Cotton State Offices; State Offices relay to
County Offices

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1 Overview (Continued)

B Purpose

This notice provides:

- the schedule for the training session
- a list of States and counties authorized to attend the training session
- information about hotel accommodations and transportation
- travel authorization information for attendees.

C Contact

State Offices shall direct questions about this notice to Julie Floriani by:

- telephone at 202-720-8374
- e-mail to julie_floriani@wdc.usda.gov.

2 Training Schedule and Participants

A Location and Dates

The training session will:

- begin Tuesday, November 4, 2003, at 8 a.m.
- end Wednesday, November 5, 2003, at 12 p.m.
- be located in the Peabody Hotel, Little Rock, Arkansas.

B Participants

State Offices are authorized to send 1 participant from each of the following States and counties.

State	Counties
Arkansas	Ashley, Mississippi
Arizona	Maricopa, Pinal
Louisiana	Franklin
Mississippi	Leflore, Sunflower
Tennessee	Crockett, Haywood, Madison

Travel for Federal State Office participants shall be charged to Washington-controlled State Travel Funds for 1 authorized attendee from each State.

3 Hotel and Travel Information

A Hotel Information

Participants shall:

- make reservations by noon, October 22, 2003 by calling the **Peabody Hotel, 3 Statehouse Plaza, Little Rock, Arkansas**, at 1-800-PEABODY (732-2639)
- identify themselves as participants of the USDA training meeting when making reservations.

The daily room rate is \$72, plus tax, for a single room and must be guaranteed by using a credit card.

B Per Diem and Travel Authorization

The per diem rate for Little Rock, Arkansas, is \$111 a day (\$72 for lodging and \$39 for M&IE).

Each State and County Office employee attending must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. This notice does **not** constitute an approved travel authorization.

Participants shall make travel arrangements as soon as possible.

An airport shuttle service that runs every 30 minutes is available free of charge and is located outside the baggage claim area. The hotel shuttle is also available and can be reached by calling the hotel to arrange for pick-up service.

C Reasonable Accommodations

Notify the airlines and hotel of any accommodations that are necessary.

Persons with disabilities who require accommodations to attend or participate in this training should contact Julie Floriani by telephone at 202-720-8374, or e-mail to **julie_floriani@wdc.usda.gov** by October 24, 2003.

4 Action

A State Office and Participant Action

State Offices and participants shall do the following:

- by COB Friday, October 24, 2003, each State Office with participants attending this training shall e-mail a list of attendees to Julie Floriani at **julie_floriani@wdc.usda.gov**
- by noon Wednesday, October 22, 2003, participants shall make reservations directly with the Peabody Hotel according to subparagraph 3 A
- participants or State Training Officer shall document this training by using the Internet Combined Administrative Management System (ICAMS). The ICAMS course number is #020124 and the session number is 0001. Direct questions about processing in ICAMS to the State Training Officer.